THE FINANCIAL AID AND AWARDS OFFICE

NEWSLETTER

Issue: 5 October 24, 1994

concordia

Student SERVICES

We are now in the 8th week of classes and many students are busy writing mid-term exams or papers. As the mid-term rush comes to an end, it would be a good idea to take a look at your finances. Many of you know how much money you can expect to receive in financial aid. Many of you may be wondering how to make this money last until the end of the year. Those of you who work part-time may be trying to figure out how to make your work income stretch. Well, help is now available. Pick up a copy of the Financial Aid and Awards Office's Personal Budgeting Guide for Students. Read on in this newsletter about additional help available in the form of workshops.

In This Issue:

- Introducing the Personal Budgeting Guide for Students
- Workshops to help you prepare your personal budget

The Financial Aid and Awards Office's *Personal Budgeting Guide for Students*

The Financial Aid and Awards Office's *Personal Budgeting Guide for Students* is hot off the press! Copies are currently available from the Financial Aid and Awards Office in rooms LB-085 and LB-185.

The *Personal Budgeting Guide* has been designed to help you prepare a 12 month budget and gives advice on how to avoid budgeting traps. Other topics in the *Guide* include an understanding of cash flow, buying on credit and figuring out where your money has gone.

Worksheets are included to help you get started on your budget right away.

All students are encouraged to pick up a *Guide* and prepare their budgets. Get started today and avoid difficulty in the future.

Once you've prepared your budget, you might like to attend one of the Financial Aid and Awards Office's budgeting workshops which will be offered during the month of November.

INTRODUCING..... Personal Budgeting Workshops

The Financial Aid and Awards Office is happy to announce that, effective November 1st, workshops will be offered to all Concordia students to help you plan your personal budget.

We cannot stress enough how important it is for students to prepare budgets to avoid pitfalls and shortages of cash.

These workshops have been specially designed for students and will help you develop budgeting skills to assist you beyond your studies (not only students need to use a budget!).

Workshops will be held year-round. A schedule of the upcoming workshops for the rest of this semester is on the overleaf of this newsletter.

You might already be using a budget and want some advice or, like many people, you may never have prepared a budget before. These workshops are designed to meet the needs of all students.

In small groups of 5-10 students, specially trained peer helpers along with Financial Aid and Awards Office staff will help you with your needs.

SCHEDULE OF WORKSHOPS

The following workshops will be offered from November 1, 1994 until December 2, 1994 inclusive:

"Personal Budgeting Workshops for Students"

Mondays:	2:30 p.m.
Tuesdays:	10:30 a.m. and 12 (Noon)
Fridays:	10:30 a.m.

Due to the nature of these workshops, you are asked to arrive punctually at the beginning of the session.

Sign up for budgeting workshops in room LB-085.

"How to Complete the DAS Form"

Fridays:	12 (Noon)

These workshops last 20 minutes

Sign up for the workshops in room LB-085.

A schedule for workshops offered during the winter semester will be available in January, 1995.

Some Tips Before You Attend the Personal Budgeting Workshops

The Workshops are designed to help you prepare a realistic budget for yourself. This means that you will have to work with actual amounts and not estimates or best guesses. Here are a few tips which will help you:

❶ Pick up and read through a copy of the Personal Budgeting Guide for Students which is available from the Financial Aid and Awards Office.

❷ For a one week period, use Worksheet #1 from the Guide and write down what you spend your money on. Many people find this exercise very enlightening!

❸ In order to prepare a budget, you will need to write down your monthly revenue and expenses. Make 12 photocopies of worksheet #2 and begin filling in the amounts.

❹ In order for your budget to be at all realistic, you must know the actual amount of your revenue and expenses. You won't be helping yourself at all if you "guess" that your monthly telephone bill is $16.95 when it's actually $50. Collect bills from previous months and average out what your expenses actually are.

❺ Bring your own pencils and calculators and get ready to work!

☎ 848 - 3522

Financial Aid & Awards Office Info Line

You can call the Info Line to obtain general Financial Aid and Awards Office information any time of the day, any day of the week.

The Info Line is updated weekly to provide you with important information, deadlines and the date of the most recent loan and bursary pick-up listing.

Office Hours and Telephone Numbers

The Financial Aid and Awards Office is located at 1400 De Maisonneuve Boulevard West in rooms LB-185 and LB-085.

Office Hours in LB-185:

Monday - Thursday:	9 a.m. - 7 p.m.
Friday:	9 a.m. - 5 p.m.

Office Hours in LB-085:

Monday - Friday: 9 a.m. - 5 p.m.

Telephone Numbers:

848-3522 (Information line)
848-3507